

## MEMORANDUM

TO: All Superintendents and Treasurers

FROM: Patty S. Bond, Director  
Division of School Finance

DATE: June 1, 2004

SUBJECT: Procedures for Textbook Reimbursement

### **PLEASE REVIEW CAREFULLY SHARE WITH APPROPRIATE PERSONNEL**

It is very important that superintendents, school business officials, and school food service staff, be made aware of these procedures immediately.

**Again this fall we will only accept claims for textbook reimbursement and the documentation supporting the students on the claim, for Free and Reduced-Priced Meals Application, electronically (on a diskette/cd or as an e-mail attachment)! The documents attached explain the methods for filing the data.**

In an effort to assist schools in accomplishing this task, we will send a list of all students claimed for textbook assistance by your corporation in the 2003-2004 school year. The list will be sent in August and will include a diskette containing a spreadsheet file of the data. The 2003-2004 grade level data will be advanced by one year, representing 2004-2005. This will provide a starting point for the supporting documentation for textbook reimbursement for the 2004-2005 school year. The data from the spreadsheet file must be modified to eliminate students no longer eligible for textbook reimbursement, modified to add new students, and modified if the student was not promoted at the end of the 2003-2004 school year. If your school corporation has a software system that is capable of capturing and reporting the required information, use of the spreadsheet file is not necessary. The information from your software system can be submitted in the required format.

Enclosed are the following items:

1. Procedures for Textbook Reimbursement as it pertains to the Application for Free and Reduced-Priced Meals.

Procedures for Textbook Reimbursement  
June 1, 2004

2. An application for Free and Reduced-Priced Meals and Other Benefits.
3. Electronic reporting instructions.
4. File layout for electronic submission of data.
5. Certification of textbook reimbursement data submitted on diskette.
6. Names and phone numbers of persons in the Division of School Finance and the Division of School and Community Nutrition.

psb/dh

Enclosures

## **Textbook Reimbursement and Data Requirement for Applications for Free or Reduced-Price Meals**

The processing of free and reduced-price meal applications is again closely connected with the issue of state textbook reimbursement. Students approved for free and reduced-price school lunches are also eligible for textbook assistance. The legislature has imposed reporting requirements that must be followed if you are claiming textbook reimbursement. This document is intended to guide you in this process.

The reporting requirements involve two areas:

1. The Application for Free and Reduced-Price Meals And Other Benefits form has been revised slightly this year (a sample is attached).
2. With the Textbook reimbursement claim form, each corporation must submit actual application data electronically in an approved format. The application data must agree by grade level with the textbook reimbursement being claimed. Please examine the enclosed paper application carefully to ensure that your corporation is capturing the required information for submission with your textbook reimbursement claim.

The textbook reimbursement requirements do not affect the National School Lunch Program. If the household fails to complete the textbook assistance section, the household is still eligible to receive meal benefits.

Please read these instructions carefully and discuss them with other officials in your school corporation who administer other aspects of the textbook assistance program. Your procedures may have to be revised and may require considerable time to accomplish. If you have any questions, please feel free to contact any of the following individuals for assistance:

Sharon Cook for questions about the Application for Free or Reduced-Price Meals at (317) 233-4878 or (800) 537-1142.

Debbie Hinline, Division of School Finance for questions regarding the Textbook Reimbursement process, including the Summary Claim for Textbook Reimbursement at (317) 232-0840 or (866) 234-1414.

## **Electronic Reporting (Fixed Length or Comma Delimited File Format)**

1. Distribute an Application For Free or Reduced-Price Meals and Other Benefits to all children. While the form may be modified in format for your convenience in data entry, it must contain all required information and dual signatures.

2. Require households to complete a single application for all children for whom the household is applying for textbook assistance. Additional forms may be used in households with more than eight students.

\*3. When the completed applications are returned by the household, ensure the following textbook reimbursement items have been completed:

- a. Name of child(ren), first and last name
- b. Living with Parent or Caretaker Relative, circle yes or no
- c. Grade in which child will be enrolled
- e. Textbook Assistance Requested, checked (T) and signed by the parent or guardian
- f. All applications must have either the Food Stamp or TANF case number or the signing adult household member=s Social Security Number at a minimum if applicable. All may be submitted.

4. Enter applications in your application processing system. Approve applications. Determine eligibility for free or reduced-price meals and approve or deny applications for textbook assistance where requested by parents.

5. Extract data from your database, capturing items required for the textbook assistance program for students who qualify for the assistance. A choice of two file formats (fixed length or comma delimited), is required. A sample of the required layout is attached. **The file must contain all students, including students in the Direct Certification Program, whom you are submitting for Textbook Reimbursement (NOTE: This is a change from previous years).**

6. The file or diskette, with the signed certification form must be submitted, along with your Summary Claim for Textbook Reimbursement to the Division of School Finance by October 29, 2004. The total students listed on your lunch file must equal the number of children claimed on the Summary Claim for Textbook Reimbursement.

The Division of School Finance will forward your file of electronically submitted lunch records to the Family and Social Services Administration (FSSA). FSSA will verify that the number of students being claimed for textbook assistance agrees with the number of student listed on your file of Free and Reduced Lunch Application Information.

**NOTE: \*Even though the information will be submitted electronically the paper copies must be maintained for audit purposes.**

## **Electronic Reporting (Spreadsheet File)**

1. Distribute an Application For Free or Reduced-Price Meals and Other Benefits to all children. While the form may be modified in format for your convenience in data entry, it must contain all required information and dual signatures.
2. Require households to complete a single application for all children for whom the household is applying for textbook assistance. Additional forms may be used in households with more than eight students.
- \*3. When the completed applications are returned by the household, ensure the following textbook reimbursement items have been completed:
  - a. Name of child(ren), first and last name
  - b. Living with Parent or Caretaker Relative, circle yes or no
  - c. Grade in which child will be enrolled
  - e. Textbook Assistance Requested, checked (T) and signed by the parent or guardian
  - f. All applications must have either the Food Stamp or TANF case number or the signing adult household member's Social Security Number at a minimum if applicable. All may be submitted.
4. Enter applications in your application processing system. Approve applications. Determine eligibility for free or reduced-price meals and approve or deny applications for textbook assistance where requested by parents.
5. The spreadsheet file contains student information from the 2003-2004 school year advanced one year to represent the 2004-2005 school year. Modify the data to eliminate students no longer eligible for textbook reimbursement, add new students that are eligible for textbook reimbursement, and modify the data if the student was not promoted at the end of the 2003-2004 school year. Make corrections to the spelling of the student's name and corrections to the social security number if it is appropriate. **The spreadsheet file must contain all students, including students in the Direct Certification Program, whom you are submitting for Textbook Reimbursement. (NOTE: This is a change from previous years).**
6. The spreadsheet file with the signed certification form must be submitted, along with your Summary Claim for Textbook Reimbursement to the Division of School Finance by October 29, 2004. The total students listed on your spreadsheet file must equal the number of students claimed on the Summary Claim for Textbook Reimbursement..

The Division of School Finance will forward your file of electronically submitted lunch records to the Family and Social Services Administration (FSSA). FSSA will verify that the number of students being claimed for textbook assistance agrees with the number of student listed on your file of Free and Reduced Lunch Application Information.

**NOTE: \* Even though the information will be submitted electronically the paper copies must be maintained for audit purposes.**

TO: All Superintendents and Charter School Sponsors

FROM: Patty S. Bond, Director  
Division of School Finance

RE: 2004-2005 School Textbook Reimbursement

DATE: August 27, 2004

Attached is a copy of the Summary Claim Form 2004-2005, School Textbook Reimbursement Contingency Fund. Also provided is a set of instructions designed to assist you and your staff in completing the summary claim form. Please be sure all individuals responsible for sections of the claim receive a COMPLETE set of instructions.

*Each school corporations will be required to file both the reimbursement claim and the required free or reduced price meals documentation electronically.*

**All data on the Textbook Reimbursement Claim will be submitted electronically into our database via the Internet using Netscape version 6 or greater or Microsoft Internet Explorer version 5 or greater. The URL is [www.doe.state.in.us](http://www.doe.state.in.us). Click on K-12 School Data, and select 2004-2005 Textbook Reimbursement. The Textbook Reimbursement Claim is a PIN protected site. You will need the school corporation=s or charter school=s logon (4 digit corporation number) and the PIN to access the form for your corporation.** When completed an original form containing original signatures must be printed, signed, and mailed to the Department of Education, Division of School Finance.

**FREE OR REDUCED PRICE MEALS DOCUMENTATION** - There are two available methods to submit the free or reduced price meals documentation supporting the textbook reimbursement claim.

1) Enclosed with this mailing is a diskette containing a spreadsheet file of the data submitted for the corporation for the 2003-2004 school year. A paper copy of the data is also included. The 2003-2004 data have been advanced one grade level representing 2004-2005. This provides a starting point for the supporting documentation for the 2004-2005 school year. The data from the spreadsheet file must be modified to eliminate students no longer eligible for textbook reimbursement, modified to add new students, and modified if the student was not promoted at the end of the 2003-2004 school year. The completed spreadsheet file will contain all students, including students in the Direct Certification Program. The number of students in the spreadsheet file must balance by grade level and by total students to the Textbook Reimbursement Claim.

2) Additionally this mailing includes a copy of the file format for submitting the free or reduced price meals documentation by electronic media. The file must be an ASCII text file, either fixed length record or comma delimited. The number of students in the ASCII text file must balance by grade level and by total students to the Textbook Reimbursement Claim.

Each school corporation will submit the Certification of Free or Reduced Price Meals Documentation. The Certification will be submitted with either the diskette containing the spreadsheet file or a diskette containing the ASCII file.

We are also providing a document containing commonly asked questions and answers. We hope that this information will prove beneficial. Please feel free to reproduce and distribute as necessary.

In order to be guaranteed some level of reimbursement, your claim **must be received on or before OCTOBER 31, 2004.** In the event the total reimbursement claimed exceeds the appropriation available, all requests will be reduced proportionately. Those who submit a completed claim before November 1 may anticipate receipt of funds in the spring. Claims postmarked after October 31 will only be paid if the claims which are filed timely do not exceed the appropriation available.

If the reimbursement received from the state is less than the rental fee assessed, the school corporation may request that the parent or emancipated minor pay the balance. **PLEASE NOTE: School corporations may request but cannot require the parent or emancipated minor to pay the balance.**

As stated in IC 20-8.1-9-3:

"If a parent of a child or an emancipated minor who is enrolled in a public school, in grades K-12, meets the financial eligibility standard under section 2 of this chapter, the parent of the emancipated minor may not be required to pay the fees for school books, supplies, or other required class fees. **Such fees shall be paid by the school corporation in which the child resides.** The school corporation may apply for a reimbursement under section 9 of this chapter from the department of the costs incurred under subsection (a). To the extent the reimbursement received by the school corporation is less than the textbook rental fee assessed for textbooks that have been adopted under IC 20-10.1-9-1 or waived under IC 20-10.1-9-27, the school corporation **may request** that the parent or emancipated minor pay the balance of this amount." (emphasis added).

It is the position of the Department of Education that a school corporation may **request** an eligible parent to pay the difference, but the parent **cannot be required** to pay the difference. This means the parent cannot be sued in small claims court or referred to a collection agency by the school corporation for collection of the difference.

This is the same position taken by the Indiana Court of Appeals in 1990. In **Gohn v. Akron School**, 562 N.E.2d 1291 (Ind. App.3 Dist. 1990), a public elementary school brought legal action against parents who were eligible for financial assistance to collect the difference in unpaid textbook rental fees. The court of appeals held that the school was barred from taking legal action against the parents. In interpreting the statute the court determined that "[r]equest means to ask for, not compel through legal action," and further stated:

[Ind. Code] 20-8.1-9-10 allows a school to take legal action to collect unpaid textbook rental fees only against parents ineligible for financial assistance for school children. Indiana law barred Akron School from taking legal action to collect unpaid textbook rental fees when the [parents] were eligible for financial assistance for school children.

Please be advised that at no time may you deny textbook assistance to an applicant who meets the federal free/reduced lunch guidelines and at no time may you compel eligible parents to pay the balance of textbook rental fees not paid by the state. IC 20-8.1-9-10 allows a school to take legal action to collect unpaid textbook rental fees only against parents determined to be **ineligible for financial assistance** for school children. Please be reminded that IC 20-8.1-9-2 The Financial Assistance for School Children statute **now includes students who qualify for reduced priced meals** under the National School Lunch Program.

In addition, under IC 20-8.1-9-10 a school corporation may not withhold from **any** student school books and supplies, require any special services from a child, or deny a child any benefit or privilege because the parent fails to pay required fees. A school corporation may not withhold textbooks, workbooks, report cards, pre-paid school pictures, transcripts, or any other service as a result of unpaid fees. This applies to **all** students, regardless of whether the family is found eligible for financial assistance for school children.

Should you have questions regarding legal avenues available to your corporation, please contact your corporation=s legal counsel or Kevin McDowell, General Counsel for the Department of Education at (317) 232-6676.

Questions concerning the completion of your claim should be directed to Debbie Hinline at (866) 234-1414 or (317) 232-0840, for assistance.

Enclosures

pb/dh

## School Textbook Reimbursement Contingency Fund Instructions

### Reimbursable Items

- 1) Textbooks (including textbooks used in special education and gifted and talented classes)

The term "textbook" means systematically organized material, designed to provide a specific level of instruction in a subject matter category.

To be claimed for reimbursement, textbooks must: 1) be listed on the official state adoption list; 2) must have been waived by the State Board of Education; or 3) must be used in special education or gifted and talented classes.

Textbooks used in approved instructional courses that are not included on the official state adoption list (open categories) must be adopted for use by the local school corporation.

- 2) Workbooks (including workbooks used in special education and gifted and talented classes)

The term "workbook" means consumable, copyrighted material used by students for no more than one (1) school year which supplements a textbook and is designed to guide the work of a student by providing questions, exercises, etc.

- 3) Consumable Textbooks (including consumable textbooks used in special education and gifted and talented classes)

The term "consumable textbook" means a consumable core instructional textbook used by students for no more than one (1) school year. In addition, consumable kit materials that are part of an adopted textbook are considered in this category for reimbursement.

- 4) Consumable Instructional Materials used in special education and gifted and talented classes.

The term "consumable instructional material" means instructional material used by students for no more than one (1) school year. This category is for special education and gifted and talented classes **ONLY**.

- 5) Developmentally Appropriate Material for instruction in Kindergarten through Grade 3, laboratories, and children's literature programs.

The term "developmentally appropriate material" means material that is used **INSTEAD OF THE PURCHASE OF A TEXTBOOK**.

Grade 1, 2, and 3 developmentally appropriate materials would only be reimbursed for special education and gifted and talented classes unless a waiver not to use a textbook has been obtained.

## School Textbook Reimbursement Contingency Fund - Instructions

### *Column 1 - Grade Level*

- a. Grade levels for Kindergarten through Grade 12 are represented. In addition, "UN" is listed and may be used for ungraded students and those in special education programs. **DO NOT** create additional grade categories such as reading readiness, MoMH, MiMH, etc. ***If no expenses are being claims for students in Grade K or UN please do not include a student count in these columns as this skews the cost per students calculation for state average purposes.***

### *Column 2 - Number of Eligible Students*

- a. Only students who have met the eligibility determination for **APPROVED FREE OR REDUCED PRICE MEALS or APPROVED FREE OR REDUCED PRICE MILK** are eligible for textbook assistance.
- b. All eligible students, including eligible gifted and talented and special education students, must be classified by grade. If appropriate, use "UN" for ungraded.
- c. Each school must maintain complete and accurate information concerning the number of students determined to be eligible for assistance for State Board of Accounts audit.

### *Column 3 - Total Cost of Textbooks*

- a. The cost of each textbook must be the price as listed on the official textbook adoption list(s) or the verifiable purchase price for open category textbooks and textbooks used in gifted and talented and special education. **Do NOT use textbook rental costs or class fees of any type.**
- b. Prorate textbooks which are shared by students and textbooks used on a quarter or semester basis.
- c. Kindergarten textbooks are eligible for reimbursement if the textbook is listed on the official adoption list **or if it has been adopted for use by the local school corporation.**
- d. Provide the **TOTAL COST** of textbooks for all eligible students at the appropriate grade level. Example: If the cost of textbooks for one third grade student is \$100 and you have 22 eligible third grade students, the total cost of textbooks is \$2,200.00.
- e. Textbooks which have been adopted (or waived) by the State Board of Education and textbooks for approved instructional open categories, gifted and talented education programs, and special education programs are the **ONLY** textbooks which may be claimed.
- f. The state does **NOT** reimburse for supplies or class fees. ***These expenses are the responsibility of the local school corporation.***

#### *Column 4 - Total Textbook Entitlement*

- a. This column is the product of the total costs, which appear in Column 3, multiplied by twenty percent (.20) and rounded two decimal points (.005 rounds up to .01 and .004 rounds down to .00).

#### *Column 5 - Total Cost of Consumable Textbooks and Workbooks*

- a. Consumable textbooks are those which have been adopted (or waived) by the State Board of Education as well as those consumable textbooks for approved instructional open categories, gifted and talented education programs, and special education programs which have been adopted for use by the local school corporation and are used by students for no more than one (1) school year. These books might include approved primary grade math books, handwriting books, and similar textbooks.

Consumable kit materials that are part of an adopted (or waived) textbook are reimbursable under this category.

Workbooks are those consumable, copyrighted materials designed to supplement textbooks and guide the work of a student by providing questions, exercises, etc. Workbooks are used by students for no more than one (1) school year.

- b. The cost of each consumable textbook and workbook must be the price as listed on the official textbook adoption list(s) or the verifiable purchase price.
- c. Provide the **TOTAL COST** of consumable textbooks and workbooks for all eligible students at the appropriate grade level.

#### *Column 6 and Column 7 - Consumable Instructional Materials*

- a. **ONLY** consumable instructional materials for gifted and talented and special education may be claimed for reimbursement.
- b. The cost of each consumable instructional material must be a verifiable purchase price. The Department has the authority to request purchase orders; therefore, you must maintain complete and accurate records regarding the cost of instructional materials.
- c. For school corporations sending students to a special education cooperative and being billed a flat instructional fee (not a tuition fee) for those students, the total fee may be listed as instructional materials and the textbook/workbook breakdown will not be necessary. You must maintain a bill from the cooperative that reflects the instructional fee charged and paid.
- d. Provide the **TOTAL COST** of consumable instructional materials for all eligible gifted and talented and special education students at the appropriate grade level in the appropriate column.

#### *Column 8 - Developmentally Appropriate Material*

- a. Developmentally appropriate material means material that is used **INSTEAD OF THE PURCHASE OF A TEXTBOOK**.
- b. In an adopted category, if a waiver not to use a textbook has been obtained, **the cost of developmentally appropriate material may be claimed for Kindergarten through Grade 3, laboratories, and children's literature programs.**

In open categories, gifted and talented education programs, and special education programs, if a textbook is not purchased for a course, **the developmentally appropriate material may be claimed for Kindergarten through Grade 3, laboratories, and children's literature programs.**

- c. The amount of reimbursement requested must be amortized for the number of years in which the material is used and cannot exceed a total of 100 percent of the costs incurred. The cost of each developmentally appropriate material must be a verifiable purchase price. You must maintain complete and accurate records regarding the cost of developmentally appropriate materials.
- d. Provide the **TOTAL COST** of developmentally appropriate material for all eligible students.

#### *Column 9 - Total Amount Claimed (4 + 5 + 6 + 7 + 8)*

- a. Column 9 is the sum of Columns 4, 5, 6, 7, and 8. This represents, by grade, the entitlement for reimbursement.
- b. The vertical addition of Column 9 provides the Grand Total amount which the school corporation is eligible to receive from the School Textbook Reimbursement Contingency Fund for eligible free/reduced lunch students.

#### ***FINAL CHECKS***

- a. **Combine claims from individual schools and file ONE corporation claim.** Corporations submitting claims for individual schools will have the forms returned for consolidation.
- b. Be certain that the date, signatures, and phone number of the preparer have been included.
- c. Submit the original claim form to the Division of School Finance. Retain a copy for your records.

TO: All Superintendents and Charter School Sponsors

FROM: Patty S. Bond, Director  
Division of School Finance

RE: 2004-2005 School Textbook Reimbursement

DATE: August 27, 2004

Attached is a copy of the Summary Claim Form 2004-2005, School Textbook Reimbursement Contingency Fund. Also provided is a set of instructions designed to assist you and your staff in completing the summary claim form. Please be sure all individuals responsible for sections of the claim receive a COMPLETE set of instructions.

*Each school corporations will be required to file both the reimbursement claim and the required free or reduced price meals documentation electronically.*

**All data on the Textbook Reimbursement Claim will be submitted electronically into our database via the Internet using Netscape version 6 or greater or Microsoft Internet Explorer version 5 or greater. The URL is [www.doe.state.in.us](http://www.doe.state.in.us). Click on K-12 School Data, and select 2004-2005 Textbook Reimbursement. The Textbook Reimbursement Claim is a PIN protected site. You will need the school corporation=s or charter school=s logon (4 digit corporation number) and the PIN to access the form for your corporation.** When completed an original form containing original signatures must be printed, signed, and mailed to the Department of Education, Division of School Finance.

This mailing includes a copy of the file format for submitting the free or reduced price meals documentation by electronic media. The file may be an ASCII text file, (either fixed length record or comma delimited) or an Excel Spreadsheet. The number of students in the file must balance by grade level and by total students to the Textbook Reimbursement Claim.

Each school corporation will submit the Certification of Free or Reduced Price Meals Documentation. The Certification will be submitted with a diskette containing the ASCII file or a diskette containing the spreadsheet file.

We are also providing a document containing commonly asked questions and answers. We hope that this information will prove beneficial. Please feel free to reproduce and distribute as necessary.

In order to be guaranteed some level of reimbursement, your claim **must be received on or before OCTOBER 31, 2004.** In the event the total reimbursement claimed exceeds the appropriation available, all requests will be reduced proportionately. Those who submit a completed claim before November 1 may anticipate receipt of funds in the spring. Claims postmarked after October 31 will only be paid if the claims which are filed timely do not exceed the appropriation available. If the reimbursement received from the state is less than the rental fee assessed, the school corporation may request that the parent or emancipated minor pay the balance. **PLEASE NOTE: School corporations may request but cannot require the parent or emancipated minor to pay the balance.**

As stated in IC 20-8.1-9-3:

"If a parent of a child or an emancipated minor who is enrolled in a public school, in grades K-12, meets the financial eligibility standard under section 2 of this chapter, the parent of the emancipated minor may not be required to pay the fees for school books, supplies, or other required class fees. **Such fees shall be paid by the school corporation in which the child resides.** The school corporation may apply for a reimbursement under section 9 of this chapter from the department of the costs incurred under subsection (a). To the extent the reimbursement received by the school corporation is less than the textbook rental fee assessed for textbooks that have been adopted under IC 20-10.1-9-1 or waived under IC 20-10.1-9-27, the school corporation **may request** that the parent or emancipated minor pay the balance of this amount." (emphasis added).

It is the position of the Department of Education that a school corporation may **request** an eligible parent to pay the difference, but the parent **cannot be required** to pay the difference. This means the parent cannot be sued in small claims court or referred to a collection agency by the school corporation for collection of the difference.

This is the same position taken by the Indiana Court of Appeals in 1990. In **Gohn v. Akron School**, 562 N.E.2d 1291 (Ind. App.3 Dist. 1990), a public elementary school brought legal action against parents who were eligible for financial assistance to collect the difference in unpaid textbook rental fees. The court of appeals held that the school was barred from taking legal action against the parents. In interpreting the statute the court determined that "[r]equest means to ask for, not compel through legal action," and further stated:

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Please be advised that at no time may you deny textbook assistance to an applicant who meets the federal free/reduced lunch guidelines and at no time may you compel eligible parents to pay the balance of textbook rental fees not paid by the state. IC 20-8.1-9-10 allows a school to take legal action to collect unpaid textbook rental fees only against parents determined to be **ineligible for financial assistance** for school children. Please be reminded that IC 20-8.1-9-2 The Financial Assistance for School Children statute **now includes students who qualify for reduced priced meals** under the National School Lunch Program.

In addition, under IC 20-8.1-9-10 a school corporation may not withhold from any student school books and supplies, require any special services from a child, or deny a child any benefit or privilege because the parent fails to pay required fees. A school corporation may not withhold textbooks, workbooks, report cards, pre-paid school pictures, transcripts, or any other service as a result of unpaid fees. This applies to all students, regardless of whether the family is found eligible for financial assistance for school children.

Should you have questions regarding legal avenues available to your corporation, please contact your corporation=s legal counsel or Kevin McDowell, General Counsel for the Department of Education at (317) 232-6676.

Questions concerning the completion of your claim or required lunch documentation should be directed to Debbie Hine at (866) 234-1414 or (317) 232-0840, for assistance.

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### Reimbursable Items

- 1) Textbooks (including textbooks used in special education and gifted and talented classes)

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To be claimed for reimbursement, textbooks must: 1) be listed on the official state adoption list; 2) must have been waived by the State Board of Education; or 3) must be used in special education or gifted and talented classes.

Textbooks used in approved instructional courses that are not included on the official state adoption list (open categories) must be adopted for use by the local school corporation.

- 2) Workbooks (including workbooks used in special education and gifted and talented classes)

The term "workbook" means consumable, copyrighted material used by students for no more than one (1) school year which supplements a textbook and is designed to guide the work of a student by providing questions, exercises, etc.

- 3) Consumable Textbooks (including consumable textbooks used in special education and gifted and talented classes)

The term "consumable textbook" means a consumable core instructional textbook used by students for no more than one (1) school year. In addition, consumable kit materials that are part of an adopted textbook are considered in this category for reimbursement.

- 4) Consumable Instructional Materials used in special education and gifted and talented classes.

The term "consumable instructional material" means instructional material used by students for no more than one (1) school year. This category is for special education and gifted and talented classes **ONLY**.

- 5) Developmentally Appropriate Material for instruction in Kindergarten through Grade 3, laboratories, and children's literature programs.

The term "developmentally appropriate material" means material that is used **INSTEAD OF THE PURCHASE OF A TEXTBOOK**.

Grade 1, 2, and 3 developmentally appropriate materials would only be reimbursed for special education and gifted and talented classes unless a waiver not to use a textbook has been obtained.

## School Textbook Reimbursement Contingency Fund - Instructions

### *Column 1 - Grade Level*

- a. Grade levels for Kindergarten through Grade 12 are represented. In addition, "UN" is listed and may be used for ungraded students and those in special education programs. **DO NOT** create additional grade categories such as reading readiness, MoMH, MiMH, etc. If no expenses are being claimed for students in Grade K or UN please do not include a student count in these columns as this skews the cost per student calculation for state average purposes.

### *Column 2 - Number of Eligible Students*

- a. Only students who have met the eligibility determination for **APPROVED FREE OR REDUCED PRICE MEALS or APPROVED FREE OR REDUCED MILK** are eligible for textbook assistance.
- b. All eligible students, including eligible gifted and talented and special education students, must be classified by grade. If appropriate, use "UN" for ungraded.
- c. Each school must maintain complete and accurate information concerning the number of students determined to be eligible for assistance for State Board of Accounts audit.

### *Column 3 - Total Cost of Textbooks*

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- e. Textbooks which have been adopted (or waived) by the State Board of Education and textbooks for approved instructional open categories, gifted and talented education programs, and special education programs are the **ONLY** textbooks which may be claimed.
- f. The state does **NOT** reimburse for supplies or class fees. ***These expenses are the responsibility of the local school corporation.***

#### *Column 4 - Total Textbook Entitlement*

- a. This column is the product of the total costs which appear in Column 3 multiplied by twenty percent (.20) and rounded two decimal points (.005 rounds up to .01 and .004 rounds down to .00).

#### *Column 5 - Total Cost of Consumable Textbooks and Workbooks*

- a. Consumable textbooks are those which have been adopted (or waived) by the State Board of Education as well as those consumable textbooks for approved instructional open categories, gifted and talented education programs, and special education programs which have been adopted for use by the local school corporation and are used by students for no more than one (1) school year. These books might include approved primary grade math books, handwriting books, and similar textbooks.

Consumable kit materials that are part of an adopted (or waived) textbook are reimbursable under this category.

Workbooks are those consumable, copyrighted materials designed to supplement textbooks and guide the work of a student by providing questions, exercises, etc. Workbooks are used by students for no more than one (1) school year.

- b. The cost of each consumable textbook and workbook must be the price as listed on the official textbook adoption list(s) or the verifiable purchase price.
- c. Provide the **TOTAL COST** of consumable textbooks and workbooks for all eligible students at the appropriate grade level.

#### *Column 6 and Column 7 - Consumable Instructional Materials*

- a. **ONLY** consumable instructional materials for gifted and talented and special education may be claimed for reimbursement.
- b. The cost of each consumable instructional material must be a verifiable purchase price. The Department has the authority to request purchase orders; therefore, you must maintain complete and accurate records regarding the cost of instructional materials.
- c. For school corporations sending students to a special education cooperative and being billed a flat instructional fee (not a tuition fee) for those students, the total fee may be listed as instructional materials and the textbook/workbook breakdown will not be necessary. You must maintain a bill from the cooperative that reflects the instructional fee charged and paid.
- d. Provide the **TOTAL COST** of consumable instructional materials for all eligible gifted and talented and special education students at the appropriate grade level in the appropriate column.

*Column 8 - Developmentally Appropriate Material*

- a. Developmentally appropriate material means material that is used **INSTEAD OF THE PURCHASE OF A TEXTBOOK**.
- b. In an adopted category, if a waiver not to use a textbook has been obtained, **the cost of developmentally appropriate material may be claimed for Kindergarten through Grade 3, laboratories, and children's literature programs.**  
  
In open categories, gifted and talented education programs, and special education programs, if a textbook is not purchased for a course, **the developmentally appropriate material may be claimed for Kindergarten through Grade 3, laboratories, and children's literature programs.**
- c. The amount of reimbursement requested must be amortized for the number of years in which the material is used and cannot exceed a total of 100 percent of the costs incurred. The cost of each developmentally appropriate material must be a verifiable purchase price. You must maintain complete and accurate records regarding the cost of developmentally appropriate materials.
- d. Provide the **TOTAL COST** of developmentally appropriate material for all eligible students.

*Column 9 - Total Amount Claimed (4 + 5 + 6 + 7 + 8)*

- a. Column 9 is the sum of Columns 4, 5, 6, 7, and 8. This represents, by grade, the entitlement for reimbursement.
- b. The vertical addition of Column 9 provides the Grand Total amount which the school corporation is eligible to receive from the School Textbook Reimbursement Contingency Fund for eligible free/reduced lunch students.

***FINAL CHECKS***

- a. **Combine claims from individual schools and file ONE corporation claim.** Corporations submitting claims for individual schools will have the forms returned for consolidation.
- b. Be certain that the date, signatures, and phone number of the preparer have been included.
- c. Submit the original claim form to the Division of School Finance. Retain a copy for your records.

## File Layout for Electronically Submitting Application Data with Summary Claim for Textbook Reimbursement

File is an ASCII text file, either fixed length record or comma delimited.

Record Length is 78 plus Carriage Return/Newline.

**Please Use All Capital Letters for Alpha Characters.**

Submit on IBM High Density, 3 1/2 inch diskette with your Summary Claim for Textbook Reimbursement. If your data will not fit on one diskette, the file can be compressed with PK-ZIP.

Field	Length	Column(s)	Comments/Possible Values
School Corp. Number/School Number for Non- public schools	4	1-4	Your Standard DOE 4 Digit Number
Last Name of Student	20	5-24	(all caps)
First Name of Student	15	25-39	(all caps)
Living with Parent/ Caretaker Relative	1	40	Y or N
Grade	2	41-42	K, 01-12, or U (for Ungraded)
TANF or Food Stamp Case Number	16	43-58	e.g. 1010003333ADCR02 for TANF or 1010003333FS02 for Food Stamps
Social Security Number of Adult Household Member	9	59-67	9 Digits (NO DASHES) <i>This item is mandatory if TANF or Food Stamp Case Number is blank.</i>
Do you want to receive Free Textbooks	1	68	Y or N
School Use Only	1	69	A, D, or N A = Approved D = Denied N = Not Applicable
NO Social Security Number	1	70	X = adult household member has no SSN; otherwise leave blank

## Certification of Free or Reduced Price Meals Documentation

Corporation ID Number:  
(School ID Number for non-  
public schools)

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School Corporation Name:

\_\_\_\_\_

I understand that the information provided on this diskette is being submitted in connection with the receipt of Textbook Reimbursement funds (IC 20-8.1-9) and that deliberate misrepresentation may subject me to prosecution under applicable state criminal statutes.

I certify that to the best of my knowledge and belief, the data is true and correct in all respects, that records supporting this data are available for audit.

Number of Student Records (Requesting and Approved for Free Textbooks) contained on diskette: \_\_\_\_\_

\_\_\_\_\_  
Signature of Superintendent/Principal

Name of Technical Representative (who can answer  
questions about the format of data on diskette)

Phone Number: \_\_\_\_\_

\_\_\_\_\_  
(Date)

\_\_\_\_\_